

Strategic Equipment Planning Guide and Enterprise Equipment Request



The Strategic Equipment Planning Guide (SEPG) and the Enterprise Equipment Request (EER) are the two main tools by which VAMCs and VISNs strategically plan for and request equipment.

WHAT IS THE STRATEGIC EQUIPMENT PLANNING GUIDE?

Facilities and VISNs use SEPG to forecast and develop a plan for multi-year equipment needs based on:

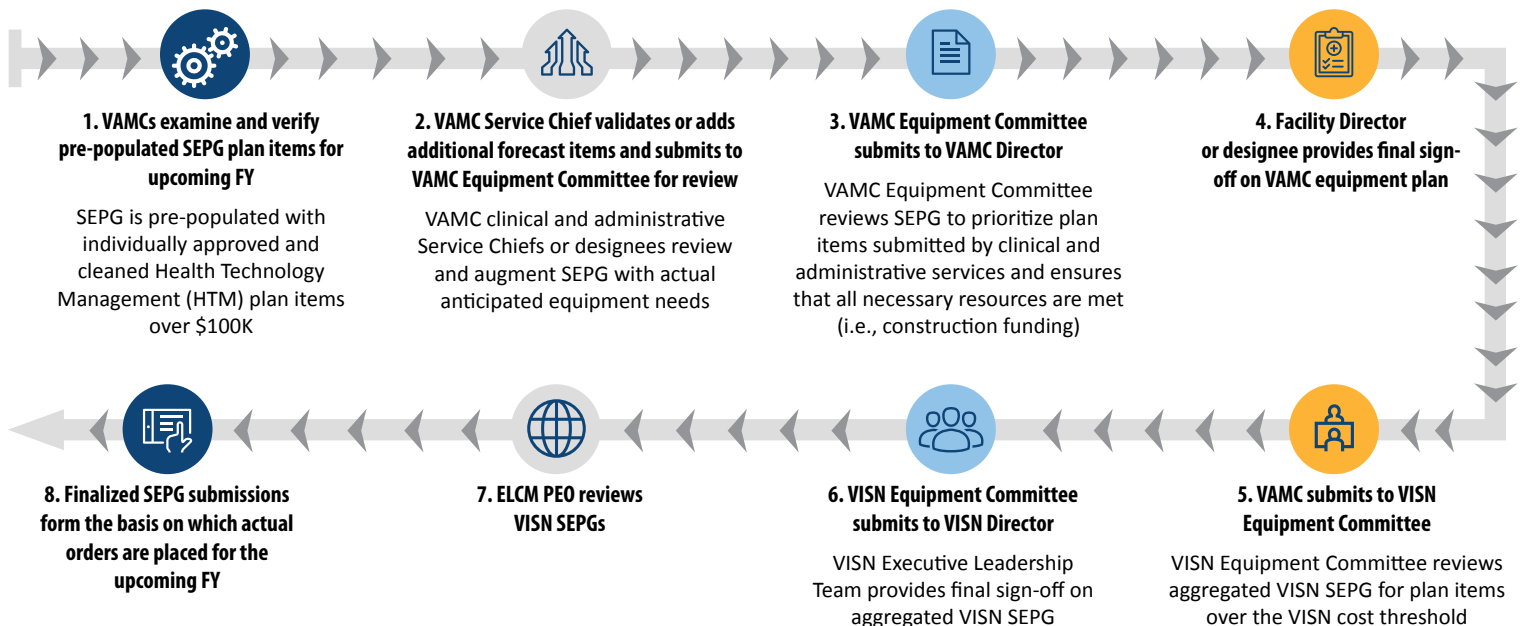
- Replacement or new equipment needs
- Equipment age/life expectancy
- Anticipated requirements, purchase cost, site preparation and planning cost, and total cost of ownership
- Pre-populated HTME forecast demand from historic inventory data

Clinical and administrative service lines assess equipment needs and submit plan items into SEPG to establish the five-year strategic equipment plan. The VAMC Equipment Committee will then review and validate the plan items, submit to the facility director for approval, and finally, submit to the VISN for final review for plan items over the VISN set thresholds. The SEPG plan should be regularly reviewed at the facility and VISN levels to ensure plan items are still required; the inclusion of plan items on the SEPG five-year plan does not guarantee that the plan items will be purchased.

BENEFITS OF SEPG & EER

- Facilitates a streamlined planning process
- Less time is wasted preparing EERs that may not be approved
- Expedites the approval of EERs/ equipment orders

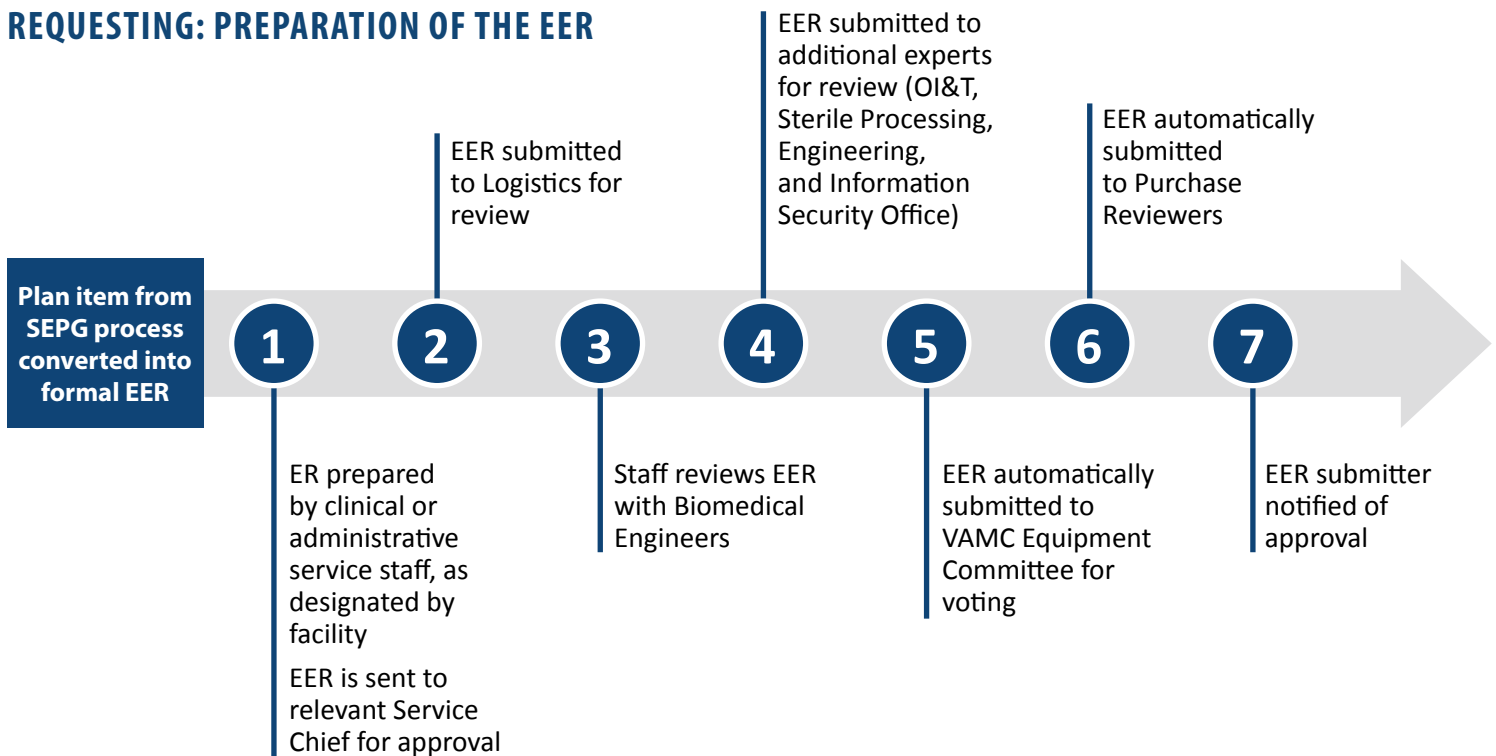
PLANNING: PREPARATION OF THE SEPG



WHAT ARE ENTERPRISE EQUIPMENT REQUESTS?

The EER portal is a resource used to procure equipment contained within a facility's annual plan. After an EER is submitted, a final review is conducted to ensure all equipment requests are approved "plan items" and contain the required documentation.

REQUESTING: PREPARATION OF THE EER



HOW ARE SEPG AND EER RELATED AND WHEN SHOULD THEY BE USED?

SEPG plan items drive the creation of EER requests. Through this process, SEPG expedites the approval of EERs, which serve as the vehicle for executing against the following year's equipment plan. A complete planning (SEPG) and acquisition (EER) cycle is a two-year process with SEPG planning beginning in October and ending in September of the previous fiscal year (Year 1), while the acquisition of planned equipment begins in October of the current fiscal year (Year 2).

For example:

Year 1: October of FY19 - Begin planning process for FY20 and acquisition of FY19 plans

Year 2: October of FY20 - Begin planning process for FY21 and acquisition of FY20 plans

We look forward to partnering with you to drive positive changes in equipment life cycle management across VHA.			FOR ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL BIOMEDICAL ENGINEER
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